

*****This is a REPOST*****

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: February 14, 2020

Closing Date: February 24, 2020

This is a temporary Casual/Seasonal position (in order to be in compliance with the Delaware Code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

Casual/Seasonal Administrative Assistant
Civil Division, Affirmative Litigation Unit
New Castle County

Job Responsibilities and Duties: This Casual/Seasonal Administrative Assistant provides administrative support to the Affirmative Litigation Unit housed within the Civil Division in New Castle County. The Affirmative Litigation Unit is responsible for enforcing the rules and regulations of the many boards and commissions that regulate professional conduct in Delaware.

Duties will be providing support for the three prosecuting Deputy Attorneys General and a paralegal. The position will also include significant telephone, email, and interpersonal interaction with agency personnel and the public.

Minimum Qualifications: Must be detail-oriented, well-organized and possess good written and oral communication skills. Must be proficient in Microsoft Word and Excel and be familiar with Adobe Acrobat. Must possess excellent spelling, grammar and proofreading skills. Must be able to interact professionally with members of the public, including victims, defendants and defense attorneys. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.